

## **ARTS EDUCATION**

### **Teacher Initiated Project (TIP)**

### **GRANT INSTRUCTIONS AND GUIDELINES**

#### **PURPOSE:**

The purpose of the Teacher Initiated Project is to help teachers:

- 1) collaborate with practicing professional artists on the design and implementation of innovative projects for their classroom, that will enable teachers to integrate the arts into math, science, and language arts;
- 2) by providing one-on-one support by an artist for the teacher that will help develop the teacher's skill in a particular artistic discipline;
- 3) by supporting the classroom teacher in advancing his or her abilities to conduct action research as it relates to teaching dance, music, theatre, and visual arts education or using dance, music, theatre and visual arts as tools for integration with other academic disciplines;
- 4) conduct a one-week residency with the artist of the teacher's choice, working *side-by-side* with the artist.

#### **GUIDELINES:**

- Any teacher in any private, parochial, charter, or public school is eligible.
- No more than two teachers from any given school may apply in any grant cycle.
- Schools applying for a residency or arts education project may also have one TIP grant submitted by a classroom teacher. Schools not applying for a residency or project may have two classroom teachers apply for two separate TIP grants.
- There is no cash match required. Matches are provided through teacher time and commitment.
- The award is made to the school and the school must pay all project costs including artists' salaries, travel, per diem, lodging, materials, supplies, course fees, etc.
- Schools that are recipients of standard Artist in Residency grants or Arts Education Project grants cannot apply for "Purpose #4" (a week long residency).
- A letter of support from the principal must accompany each application.
- Only a portion of the budget (\$500) may be applied to consumable materials or commercial instructional materials. Requested material must support one of the categories listed above under "Purpose."

#### **REVIEW CRITERIA:**

- Evidence of artistic excellence of the artist and intended project activities
- Teacher's willingness to participate in *all* project activities
- Potential for increasing the capacity of the teacher to teach the Utah Fine Arts Core Curriculum and/or to integrate the arts into math, science, and language arts
- Advancement of advocacy for the arts and arts education at the teacher's school
- Commitment to documenting teacher progress in achieving project goals

## **APPLICATION FORMAT INSTRUCTIONS:**

To help us prepare your application for panel review, and because panelists must be able to read a substantial amount of material easily:

- Do not re-create or re-format grant applications using your computer.
- Type applications; hand-written applications will not be accepted.
- Make your application clear and dark enough to duplicate.
- Do not staple, bind, use sheet protectors, or put pages in notebooks.
- Submit the original application, complete with original signatures.
- Attach optional supplemental materials appropriate to this project. You must include two sets.

**SUPPLEMENTAL MATERIALS** may include, but are not limited to:

- An assessment tool.
- Reports of past funding successes.
- A one-page description of partners and/or school feeder system.
- Supporting materials (résumé, work samples, bio, etc.) for the residency artist(s) if they are not currently on UAC Arts Education Roster.

**FIRST TIME APPLICANTS** must consult with an Arts Education (AE) staff person at the Utah Arts Council prior to submitting an application. These consultations may be conducted on site or by phone. To schedule a consultation, call the AE office at (801) 236-7542 or (801) 236-7543 .

## **DRAFTS**

AE staff is available to review drafts of applications. Drafts may be faxed to the AE office before February 13, 2006. Fax to (801) 236-7556. Remember, FINAL applications cannot be faxed.

## **MAIL OR HAND DELIVER**

Applications submitted by mail must be **postmarked by March 1, 2006**. We suggest you obtain a hand-canceled receipt from your post office. Meter postage is NOT an official postmark.

Mail applications to:

**Utah Arts Council, Arts Education  
617 East South Temple  
Salt Lake City, UT 84102**

Hand-delivered applications are due at the Arts Education office no later than 5:00 p.m. on March 1, 2006. Deliver applications to the Utah Arts Council, 617 East South Temple, Salt Lake City. Make sure you get a receipt for your application.

**Incomplete, late, unsigned, or faxed applications are not accepted. Hand-written narratives will not be accepted. No exceptions will be granted for any reason whatsoever.**

**FINAL CHECKLIST FOR MAILED SUBMISSIONS**

**Do not staple, bind, or use sheet protectors or notebooks on any part of your application. Use paperclips only.**

**Include:**

- ☐ **Grant Cover and Statistical Form**
- ☐ **Narrative**
- ☐ **Principal's letter of support**
- ☐ **Supplemental materials**

**The Utah Arts Council/Arts Education program is funded in part  
by the Utah Legislature and by the National Endowment for the Arts.**



**ARTS EDUCATION  
TEACHER INITIATED PROJECT (TIP)  
GRANT COVER AND STATISTICAL FORM**

Funding for July 1, 2006 – June 30, 2007

Deadline: March 1, 2006

<b>1. Teacher's Name</b>			
<b>2. Home Address</b>		<b>City</b>	<b>Zip</b>
<b>3. Home Phone</b>	(    )	<b>4. E-mail Address</b>	

<b>5. School Name</b>			
<b>6. School Mailing Address</b>		<b>City</b>	<b>Zip</b>
<b>7. Principal's Name</b>		<b>8. School Phone</b>	(    )
<b>9. School District Name</b>		<b>10. County</b>	
<b>11. Federal Employer Identification Number ( 9-digits )</b>	87 -		
<b>12 Check special populations/underserved to be involved in this project</b> (Note: ELL stands for English Language Learner. Underserved also includes highly rural, isolated, etc.)	<b>Physical Disabilities</b> <input type="checkbox"/>	<b>Low Income</b> <input type="checkbox"/>	<b>Other</b> <input type="checkbox"/>
	<b>Learning Disabilities</b> <input type="checkbox"/>	<b>ELL</b> <input type="checkbox"/>	<b>Reservation Population</b> <input type="checkbox"/>
<b>13. Check description of school instructional venue</b>	<b>Departmental</b> <input type="checkbox"/>	<b>Trimester</b> <input type="checkbox"/>	<b>Semester</b> <input type="checkbox"/>
	<b>Extended Day</b> <input type="checkbox"/>	<b>Year Round</b> <input type="checkbox"/>	

<b>14. U.S. Congressional District Representative</b>	<b>Bishop District 1</b> <input type="checkbox"/>	<b>Matheson District 2</b> <input type="checkbox"/>	<b>Cannon District 3</b> <input type="checkbox"/>
---	---	---	---

<b>15. STATE OF UTAH LEGISLATORS</b>	
<b>Representative(s)</b>	<b>Senator(s)</b> IT IS NOT Bennett or Hatch

*If you do not know your Utah Senate District, House District, or U.S. Congressional District Representative, please refer to this web site: [www.vote-smart.org/index.phtml](http://www.vote-smart.org/index.phtml) or call your County Clerk's office for this information.*

**ARTIST CHOICE** (Artist must be on the *AE Artist Roster*. Artists not on the roster must apply to be on the AE roster at the time of application. Please contact the AE office for more information 801.236.7542).

16. List the name of the AE Roster Artist for which this grant will be used				
17. List the city and state in which the artist lives		City		State
18. Check the discipline of this artist				
<input type="checkbox"/>	Dance	<input type="checkbox"/>	Music	
<input type="checkbox"/>	Film/Video	<input type="checkbox"/>	Storytelling	
<input type="checkbox"/>	Literary Arts	<input type="checkbox"/>	Theatre	
<input type="checkbox"/>	Multi-Discipline	<input type="checkbox"/>	Visual Arts	

#### APPLICATION SIGNATURES

19. Applicant (Teacher)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

20. Artist (Note: Artist must sign this application before it is received by the UAC. Plan ahead and keep a copy for your records.)

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Notification of panel decisions will be mailed in mid-June to the applicant, artist, and school. Grant funds are sent directly to the applying organization. (Funds will not be sent to umbrella organizations.) Keep a copy of this grant application for your records.



**Don't forget to include the narrative portion of the application!**

**ARTS EDUCATION  
TEACHER INITIATED PROJECT (TIP)  
NARRATIVE**

Funding for July 1, 2006 – June 30, 2007

**NARRATIVE GUIDELINES:**

- Each page of narrative must indicate at the top:
  1. Name of teacher (applicant) and school
  2. City
- Retype questions prior to answering.
- Single space between paragraphs.
- Use 8 ½ X 11 inch white paper, one side only.
- Use margins of at least one inch on the top, bottom, and sides of all pages.
- Use at least 12-point, Arial or Times New Roman font.

**NARRATIVE QUESTIONS:**

Please respond to the following, keeping in mind the review criteria listed in “Grant Instructions and Guidelines” on a total of two single-sided pages or less.

- 1) Briefly describe your school (urban, rural, etc.) and your class (grade level and simple class profile).
- 2) Briefly describe the plan for which you are requesting support.
- 3) Briefly describe artists or artistic and educational resources you would like to use and how they will contribute to the accomplishment of your plan.